

MEMORANDUM

OF CALL

Previous editions usable

TO:

Marie



YOU WERE CALLED BY—



YOU WERE VISITED BY—

Tim

OF (Organization)



PLEASE PHONE



VON

STAT



WILL CALL AGAIN



IS WAITING TO SEE YOU



RETURNED YOUR CALL



WISHES AN APPOINTMENT

STAT

SAGE

STAT

RECEIVED BY

REB

DATE

6/20

TIME

1045

63-110 NSN 7540-00-634-4018

STANDARD FORM 63 (Rev. 8-81)  
Prescribed by GSA

1 February 1988

*sent to  
all  
2/1/88*

MEMORANDUM FOR:

SMB/SD/OL  
DC/FMD/OL  
RECD/OL  
C/P&TS/OL  
C/IMSS/OL

FROM:

Assistant Executive Officer, OL

SUBJECT:

Office of Logistics Quarterly  
FY-88 First Quarter

1. This is to confirm that you are a guest speaker at the next OL Quarterly. The Quarterly will take place in the Headquarters Auditorium on 23 February at 1000 hours and in the [redacted] on 24 February, 1000 hours. Prior to the formal presentation is a dry run, which is scheduled for 10 February in [redacted] hours.

2. The slides used in your presentation must be given to IMSS/OL, attention Marie or Bob, no later than one hour before the dry run to ensure that the slide projector is set up.

3. An agenda for each day is attached. If you need any assistance or have any questions, please call me [redacted]

Attachment

~~CONFIDENTIAL~~

AGENDA

OL QUARTERLY - 1st QUARTER FY 1988

Tuesday, 23 February 1988, 1000 hours - Headquarters Auditorium

Introduction

John M. Ray, D/L

Presentation of OL Employee of the  
Quarter Awards

Henry P. Mahoney, ADDA

25X1 What is Supply Management Branch?--Where  
does it fit?--Why should I know anything  
about it?--Do's & Don'ts of Processing  
Requisitions--Volume of business

OL/SD/SMB

Update on Integrated Logistics Support  
Plan (ILSP)--Cafeteria Expansion

OL/FMD

25X1 

OL/RECD

25X1 Personnel Matters

C/P&TS/OL

Update on OL Activities--1st Qtr FY 88

C/IMSS/OL

C O N F I D E N T I A L

AGENDA

OL QUARTERLY - 1st QUARTER FY 1988

25X1 Wednesday, 24 February, 1000 hours

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C/IMSS/OL

C O N F I D E N T I A L